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It's Time

Response to Request for Proposal #6123

Scottsdale Unified School District No. 48

Financial Management Software

December 14, 2005

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Lawson's Procurement Suite

Purchase Order

Purchase Order Overview

Browser-based and fully integrated with Lawson Financials and other Lawson applications, Lawson's Purchase Order streamlines the procurement process — from establishing vendor pricing agreements and contracts, importing and maintaining item information, creating and issuing purchase orders, to receiving goods. As a result, errors are reduced and suppliers in the virtual supply chain are kept informed. In addition, Purchase Order improves the accuracy and timeliness of information flow, internally and to suppliers. And that translates to enhanced vendor relationships and an improved organizational image.

B2Bi and G2Bi Applications

Lawson's business to business integration (B2Bi) and G2Bi applications enable new value-added functionality, including real time access to vendor-managed content and the ability to 'outsource' the tedious task of constant item maintenance to trusted trading partners. Lawson's e-Procurement solution provides a strong infrastructure, enabling new value-added access to a growing list of trading partners and stakeholders that are able to deliver functionality and services through the Internet.

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Requisitions

Requisitions Overview

Requisitions, part of the Lawson Procurement Process Suite, automates the ordering of supplies, services, and equipment. Employees at all levels are assuming more responsibility for monitoring and replenishing supplies. Requisitions give the employees the tools to review and request products in a user-friendly, flexible format.

Streamlined Data Entry

Designed to facilitate quick and easy requisition creation, the system is designed to automatically populate data fields on the requisition. These elements, such as user default accounting codes, project codes, address, approval hierarchy, all free the requester from time consuming operations, and require only pertinent fields to be populated.

Single Point of Entry

One point of entry is provided for all requests. For example, routine and non-routine items are ordered using the same entry screen. This standardized format helps speed up and simplify the requisition process. Approval routings may be specified based on a number of criteria, such as cost or item type. As a result, buyers can spend less time obtaining signatures and more time on strategic activities. At the same time, managers at all levels are informed of the activities.

Additional Requisition Features

Several features of Lawson's Requisition include:

- Custom catalogs and templates – details supplies used at any online location and enters accounting, source, and quantity information
- Paperless process – automatically routes requisitions to the appropriate staff, based on user-defined criteria
- Automatically sources non-inventory items based on best price or existing contract
- Stock, non-stock, special items or services on single requisition
- Buyer review prior to creation of purchase order with merging of multiple requisitions ability
- Multilevel approval workflow

Inventory Control

Inventory Control Overview

Inventory Control enables you to effectively monitor and manage inventory throughout the organization. Its flexible design and complete integration with Requisitions and Purchase Order applications help facilitate a smooth flow of information and products. Fully Web-deployable, Inventory Control connects any number of locations and storage bins, wherever inventory exists with the Districts.

Real-time Calculation

Inventory Control continually calculates your reorder information to adjust Economic Order Quantities and Reorder Points. With the ROP set, the system automatically generates replenishment orders to keep shelves stocked at the appropriate levels, even during periods of fluctuation.

Additional Inventory Control Features

Several features of Lawson's Inventory Control include:

- Easy to maintain items through user-formatted screens and mass maintenance
- Variable decimals for both cost and quantity to handle diverse item requirements
- Shelf-life tracking for date-sensitive materials
- Multiple replenishment methods including fixed or variable order point, minimum/maximum or DRP
- DRP modules handles time-phased, order-point-driven replenishment
- Multiple costing methods including average, standard, LIFO and FIFO

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Detailed Steps to Complete Data Conversions by Proposed Data Module

Conversion Tasks, Responsibilities and Deliverables by Phase:

Conversion Tasks	Deliverable	Owner	Implementation Phase
Provide Conversion Workbooks	Conversion manuals delivered for each purchased product code	Lawson	Planning
Conduct one-day mapping session for each conversion program to facilitate coding discussion between District business and technical resources.	Workshop delivered	Lawson	Planning
Document all conversion programs required and estimated work effort to complete those conversions	Migration Plan	Lawson	Design
Determine level of history to convert	Migration Plan	District	Design
Determine if legacy files require clean-up and method to accomplish clean-up		District	Design
Extract data from legacy or non-Lawson system to be converted using Lawson prescribed methods		District	Design
Clean the data	Clean data	District	Design
Code program logic to map data from legacy or non-Lawson system to Lawson API file layout formats	Conversion maps (1st Iteration)	Lawson and District	Design
Create detailed program definitions, develop prototype, unit test, and document customizations		Lawson and District	Design
Load small sample of converted data for CRP	Data loaded in system	Lawson and District	Design
Validate data during unit testing of conversions	Conference Room Pilot sign off	District	Design
Complete data mapping	Conversion maps (Final)	Lawson and District	Construction
Develop final data extract and mapping programs	Conversion maps and extract programs (2nd iteration)	Lawson and District	Construction
Load converted data for system test	Data loaded in system	Lawson and District	Construction
Validate data integrity in	System test sign off	District	Construction

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system test			
Final conversion of live data	Data loaded in system	Lawson and District	Activation
Validate data integrity in production	Final sign off	District	Activation

List of Conversions included in Scope*

*Lawson will provide an estimate for the conversion of additional years of history upon further review of the District's current system

Application	Conversion File	Conversion Recommendations
AP	Vendor Master	All active/1 yr history
AP	Vendor Balances	1 year history
AP	AP History	1 year history
AP	AP Payment History	Not recommended
AP	Open AP Invoices and Distributions	1 year active vendors only
Budgeting	Budget Master Conversion	Current fiscal year/ 1 year history
GL	Chart of Accounts Conversion	All active accounts
GL	Accounting Unit Conversion	All active accounting units
GL	GL Balances Conversion	Active accounts / 1 year history
GL	Transactions	1 year history
Projects	Activity	All active projects
Projects	Activity Transaction	All active/ 1 year history
Projects	Activity Budget	Current year/ 1 year history
Inventory	Item Master	All active items
Inventory	Item Locations	All active locations
Inventory	Item Location (Inventory) Balances	Existing balances
Purchasing	Open Contracts	All open contracts and 3 yrs closed
Purchasing	Open Purchase Orders	All open purchase orders and 3 yrs closed
Purchasing	Open PO Receipts	All open PO receipts
Purchasing	PO Vendor Master	All active PO vendors
Purchasing	Requesters	Not applicable
Purchasing	Requesting Locations	Not applicable
Purchasing	Open Requisitions	All open requisitions
AR	AR Customer Conversion	All Active/1 yr history
AR	AR Balance Conversion	Current year/1 year history
AR	AR Transaction History	1 year history
AR	AR Payments	1 year history
AR	AR Payment Application	1 year history
AR	AR Open Transactions	All open
HR	Employee Master	All active employees
HR	Dependents	All current
HR	Emergency Contact	All current
HR	Supervisor Conversion	All current
HR	Employee History	3 years
HR	Job Code Conversion	All active

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